

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 72-01.B

Subject:

DATE: 03/09/90

Sunset Review:

USE OF THE FEDERAL LAW ENFORCEMENT
TRAINING CENTER CONFERENCE AND SEMINAR FACILITIES

1. PURPOSE. This directive establishes the policy regulating the use of conference and seminar facilities at the Federal Law Enforcement Training Center (FLETC) and defines the types of activities to be scheduled in these facilities.
2. SCOPE. The policies and procedures in this directive apply to all facilities available for use during conferences or seminars.
3. CANCELLATION. FLETC Directive No. 72-01.B, Use of the Federal Law Enforcement Training Center Conference and Seminar Facilities, dated July 27, 1987.
4. BACKGROUND. The Federal Law Enforcement Training Center has under its management and control several facilities suitable for conferences and seminars. These facilities are available for use by Center personnel, the participating and non-participating law enforcement organizations, other Federal designees, and the National Center for State and Local Training. In addition, civil public interest, law enforcement related professional associations, and Federal, State and local government conferences and seminars may be scheduled on a space available basis with the Director's approval.
5. POLICY. As set forth under the Memorandum of Understanding which established the Center in 1970, the primary mission of the Center is to provide law enforcement training. Therefore, priority for use of the conference and seminar facilities will be given to activities of the participating organizations which promote or provide such training. These include such activities as Regional Directors' Conferences, Regional Training Officers' Conferences, Curriculum Conferences, and other similar meetings that include top management, or other senior level participants. Each request will be evaluated in accordance with current Center scheduling demands. Also, in order to achieve the maximum usage, facilities normally will be scheduled on the basis of the number of participants. The Center reserves the right to cancel any reservations for activities that are not law enforcement training related if that facility is required for Center or participating organization law enforcement training activities.

Additionally, Command Circle facilities may be utilized for reception/social functions PROVIDING:

- a. The event is sponsored by the Center and/or a Participating Organization (Requests must be initiated at Assistant Director, or senior on-site Participating Organization Representative level);
- b. The function is for mid-level supervisory or higher level personnel from Federal and/or State and local organizations (Basic student or class-organized parties will not be permitted in Command Circle.);
- c. the maximum attendance is limited to fifty-five-persons, unless prior approval is given by-the Deputy Director;
- d. the persons attending the function are invited guests of the authorized user;
- e. all activity is conducted indoors (No outside picnics permitted.);
- f. alcoholic beverages are not sold;
- g. activity concludes by nine p.m.; and
- h. responsibility for the initial clean up is assumed by the person requesting the function.

6. FACILITIES. Detailed descriptions of conference and seminar facilities available at the Center are contained in Attachment 1. Included are conference rooms for as many as sixty, or as few as five participants; an auditorium which seats 300 people; and small conference facilities which include housing within the same building.

7. PROCEDURES.

- a. Requests for use of the facilities should be directed to the Scheduling Authority identified in Attachment 2. Requestors may call the appropriate' Scheduling Authority to verify the availability of a facility and make tentative reservations well in advance of the date(s) requested as reservations are normally made on a "first-come, first-served" basis. Reservations must be confirmed in writing within three working days following telephone reservations.

b. Approval for the use of facilities other than Buildings 94 and 316 will be granted by the Scheduling and Allocation Division (SAD), or obtained by SAD from those approving authorities outlined in Attachment 2.

c. Organization representatives will be responsible for coordinating details and agenda for these conferences. Conference organizers are responsible for obtaining, placing and removing consumable supplies (paper, pens, chalk, felt tip markers, tape, etc.) which are not part of the fixed supplies and equipment in each facility. Availability of Center support will be determined upon written request.

d. Any exceptions to the criteria set forth in this directive must be approved by the Deputy Director.

8. OFFICE OF PRIMARY INTEREST. Office of Administration,

Charles F. Rinkevich
Director

Attachments (2) Available from SAD